

20 May 1975

MEMORANDUM FOR: Chief, Administration & Training Division
ATTENTION : Chief, Policy and Plans Group
SUBJECT : Request for Publication of Employee Notice

1. It is requested that your office take the necessary action to have the attached draft of an Employee Notice published and distributed. The notice pertains to the annual summer combination changing program which is performed primarily by "Summer Only" employees. The time expended while repeatedly explaining the program to office occupants in previous years identified the desirability of publishing this notice in advance.

2. Should questions arise or additional information be desired, please contact the Chief, Security Services Section on extension [REDACTED]

STATINTL

STATINTL

[REDACTED]
Chief, Headquarters Security Branch

Att

ADMINISTRATIVE - INTERNAL USE ONLY

This Notice Expires 1 October 1975

SECURITY

HN
May 1975

ANNUAL LOCK COMBINATION CHANGE PROGRAM

1. The Office of Security will change the combination of locks on Agency safes, vaults, and secure area doors in the Headquarters area from 1 June to 30 September 1975. As in the past, custodian envelopes will be sent to offices several days before the arrival of a lock combination changing crew. Employees can assist in this program as follows:

- a. Before the changing crew arrives, fill out the form printed on each custodial envelope and prepare a list of current lock combinations.
- b. While the crew is in your office, verify new combinations by opening the locks and list the new combinations on an office record.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

JOHN F. BLAKE
Deputy Director
for
Administration

DISTRIBUTION: ALL EMPLOYEES

ADMINISTRATIVE - INTERNAL USE ONLY

ROUTING AND RECORD SHEET

FILE *HN Series*
1975

SUBJECT: (Optional)

Draft HN Concerning Annual Lock Combination Change Program

FROM:

Charles W. Kane
Director of Security

EXTENSION

NO.

DATE

STATINT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Chief, Regulations
Control Branch

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

It is requested that you take appropriate action to coordinate and publish the attached draft Headquarters Notice concerning Annual Lock Combination Change Program.

OS 5 2902

STATINTL

Approved For Release 2002/01/08 : CIA-RDP83B00823R000900070012-6

Approved For Release 2002/01/08 : CIA-RDP83B00823R000900070012-6